



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclld.lib.ny.us

Agenda

The July 2021 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday June 15th at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Mellott (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2021-37)
4. Treasurer's report
 - a) Financial report (document 2021-38)
 - b) Report of Unpaid Bills Detail (document 2021-39)**Consent Item: Approval of the 2022 Budget**
Resolved that the CCLD Board of Trustees approve the 2022 budget as submitted.
5. Correspondence
6. President's report (Dworkin)
Consent Item: Approval of the CSEA Contract
Resolved that the CCLD Board of Trustees approve the CSEA contract as submitted.
7. Director's Report
Consent Item: Approval of Personnel Actions
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
8. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2021-40)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2021-41)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2021-42)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

Document #2021-36

Report of the June 2, 2021 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present via Zoom were Mr. Karl Schwesinger, Ms. Rachel Dworkin, Ms. Lee Saginario, and Ms. Martha Smith. Also attending were Ms. Holly Melott and Mr. Ronald Shaw, CCLD Management.

The Committee received reports on the following:

- #5 Bids have been received for the parking lot renovation project at Steele. They will be opened on June 3, 2021.
- Staff are selecting a table and a refrigerator for the breakroom at Steele and will inform Mr. Shaw when they have come to a consensus.

Mr. Schwesinger moved, seconded by Ms. Smith, that the committee recommend to the full trustee board that the Eagle Scout pavilion project at Horseheads be approved. VOTE: Unanimously approved.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, July 7, 2021 at 5:30pm via Zoom.

(Minutes of the June 17, 2021 meeting of the Chemung County Library District Board of Trustees. Document #2021-37)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present via Zoom were Pat Silvernail, Kevin Hansen, Phyllis Rogan, Pam Larnard, Penny Appenzellar, Bonnie Chollet, Jessica Roberts, Martha Smith, Jack Schamel, and Crystal Gullo-Buzzetti. Also present were Holly Melott and Ron Shaw on behalf of the Library District's Administration. Excused: Lee Saginario and Karl Schwesinger.

Minutes. The minutes of the May 20, 2021, meeting (Document #2021-31) were presented for board review. Mr. Schamel moved that the April Board minutes be approved as corrected, seconded by Ms. Rogan. **VOTE: Unanimously Approved.**

Financial Report. The May 31, 2021 Financial Report (Document #2021-32) was presented for board review. Mr. Schamel moved, seconded by Ms. Smith, to approve the May Financial Report as distributed in writing. **VOTE: Unanimously Approved.**

Report of Unpaid Bills (Document #2021-33) Ms. Appenzellar moved, seconded by Ms. Silvernail, that the board authorize the payment of the unpaid bills dated 06/17/2021 for the General Fund - \$39, 991.26. **VOTE: Unanimously Approved.** Ms. Dworkin moved that Mr. Shaw be given authority to sign checks, in lieu of the board not meeting in person due to the Covid pandemic, seconded by Ms. Gullo-Buzzett. **VOTE: Unanimously Approved.**

CONSENT ITEM: Mr. Hansen moved, seconded by Ms. Rogan, that the Personnel Actions be approved as amended. VOTE: Unanimously Approved. Changes are as follows:

- Sean Lehman, resigned as of June 18
- Amy Coston promoted to full-time clerk as of June 7.
- Ashlee Kline will begin as a part time page at Steele, to fill a vacancy, on June 21.

CONSENT ITEM: Mr. Schamel moved, seconded by Ms. Roberts, that Wenzel Landscaping LLC be appointed for the parking lot paving project at Steele. VOTE: Unanimously Approved.

Correspondence. A check in the amount of \$100.00 was received from the Fidelity Charitable Donor Advised Fund/ "Turn to the Wonderful", to be used for charitable purposes only.

President's Report. Contract negotiations are ongoing.

Director's Report. Mr. Shaw reported on the following:

- Masks will continue to be required for all patrons and staff
- Friday, June 18, will be the final day for employee health screenings
- In person programming is tentatively scheduled to resume in September
- Union leadership was asked to inquire about the legality of mandating the Covid vaccine for staff
- Volunteers will be welcomed back as of July 1
- Virtual programs continue to be well received, conducting hybrid models of both in person and virtual programming will be considered

- An African American Genealogy program will be conducted on Wednesday, June 30. A number of participants have already signed up.
- Tables and chairs within each of the locations, will be set up for patron use beginning on July 1
- Summer Reading Club opportunities are underway for all ages. Weekly drawings and various make and take projects, details are available on the website
- Mr. Shaw attended the Central Library meeting on June 17. It was noted that downloadable materials are enjoyed by many and therefore libraries were advised to increase their budget spending in that category to 50%
- The Marketing Committee is evaluating design/layout details and have reached out to staff for feedback. It is their intention to incorporate staff training once resources are finalized.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2021-34)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2021-35)

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2021-36).

Personnel Committee.

Election & Continuity Committee. The committee will be meeting at Steele on Wednesday, June 23, at 5:30 p.m. in the small conference room. All members are welcome to attend. Ballot petitions are available. Ms. Silvernail noted that Cindy Emmer, the Chemung County representative to STSL will be moving out of the area. Recommendations for a replacement are being sought.

Advocacy Committee.

Old Business.

New Business. Ms. Rogan commented that it was nice to see the Bookmobile in the Memorial Day parade.

Ms. Dworkin moved, seconded by Ms. Appenzellar to enter executive session. VOTE: Unanimously Approved.

Mr. Schamel moved to exit executive session, seconded by Ms. Dworkin. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Mr. Schamel to adjourn. VOTE: Unanimously Approved.

The next regular meeting of the board will be held on Thursday, July 15, 2021, at 6:00pm online via Zoom.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2021-38)

Financial Report -June 30, 2021

Income	2021 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 57,150	\$ 11,076	\$ 46,074	19.38%		Gifts/memorials: \$1195
Grants (other than N.Y.S.)		\$ 30,550				Friends: 18,000; Community Arts: \$500; BF Women's Club \$865
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 41,371	158,629	21%		
Library District Tax Receipts	\$ 3,119,384	\$ 3,129,384	(10,000)	100%		
PILOT Funds	\$ 65,000	\$ 53,414		82%		
Interest on Investments	\$ 8,000	\$ 3,496	4,504	44%		
State Aid						
Central Library Development	\$ 79,418	\$ 82,292	(2,874)	104%		
Central Book Aid	\$ 54,079	\$ 91,153	(37,074)	169%		
Local Library Services Aid	\$ 31,637		31,637	0%		
Other State Aid - State Construction Funds						
TOTAL INCOME	\$ 3,614,668	\$ 3,442,736	\$ 190,896	95%	50%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	
Personnel						
Salaries	1,709,806	762666.01	\$ 1,709,806	0%		
Overtime & Holiday Salaries	24,227	\$ 5,710	18,517	24%		
Employee Benefits						
FICA	132,654	\$ 70,684	\$ 61,970	53%		
NY State Retirement	276,605	\$ 121,812	\$ 154,793	44%		
Medical & Dental	506,128	\$ 241,805	\$ 264,323	48%		
Other (Disability, Wk. Comp, Unemp)	17,511	\$ 25,423	\$ (7,912)	145%		
Subtotal - Personnel Expenses	2,666,931	1,228,100	\$ 1,438,831	46%	50%	
Contractual						
Equipment	0	\$ 1,854	(1,854)	0%		Grant:\$1,812;\$42 Bullet Aide
Telephone	10,800	\$ 9,935	865	92%		
Supplies	45,200	\$ 6,867	38,333	15%		Grant: \$724 T Lab supplies;\$25 Bullet Aide; HH Friends;HH Foundation \$128
Travel & Continuing Education	10,120	\$ 987	9,133	10%		
Repairs & Maintenance	28,635	\$ 9,454	19,181	33%		
Postage	2,925	\$ 1,528	1,397	52%		
Library Materials (books, video, etc.)	375,041	\$ 114,414	260,627	31%		Gifts: \$2509
Utilities	59,000	\$ 27,833	31,167	47%		
Building Cleaning Supplies	14,200	\$ 7,468	6,732	53%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 682	2,418	22%		
Insurance	34,700	\$ 34,638	62	100%		
Vehicle Operation / Maintenance	5,000	\$ (40)	5,040	-1%		
Professional Fees (audit, engineer/legal fees)	31,395	\$ 15,191	16,204	48%		
Data Processing Expenses (Cost Share)	116,134	\$ 83,405	32,729	72%		
Payment of Taxes	5,150	\$ 5,015	135	97%		
Library Programming	37,997	\$ 19,097	18,900	50%		Grant\$1740;HH Friends: \$901;CCLD Friends\$2170;Bullet Aide \$51
Chemung County costs (B&G, vision)	14,000	\$ 6,361	7,639	45%		
Capital Improvements STATE CONST see below	10,000	\$ 188	9,812	2%		
Contingency Fund	51,641		51,641	0%		
Subtotal Expenses	\$ 3,521,969	\$ 1,635,799.11	\$ 1,948,990	46%	50%	
2021 Projects: Breakroom & Boiler @ St		\$ 62,820				Breakroom @ St: \$34,950;Boiler @ St \$27,870.24
TOTAL EXPENSES	\$ 3,521,969	\$ 1,635,799				

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07/07/21

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 7, 2021

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	07/07/2021	"I Love Letters" are class -St - via Zoom - 7/8	225.00
Total Aleta Yarrow			225.00
Amazon Credit Plan			
Bill	07/07/2021	purchase all libraries 05/08-06/09	3,806.64
Total Amazon Credit Plan			3,806.64
Baker & Taylor Books			
Bill	07/07/2021	Book purchase -St Juv & Bkm June	3,999.05
Total Baker & Taylor Books			3,999.05
Brodart Co.			
Bill	07/07/2021	AV processing supplies	206.80
Total Brodart Co.			206.80
CCLD Petty Cash			
Bill	07/07/2021	St +WE+ BF +VE petty cash- SRC/pd by Friends	37.61
Bill	07/07/2021	St +WE+ BF +VE petty cash- SRC/pd by Friends	400.00
Bill	07/07/2021	St +WE+ BF +VE petty cash- SRC/pd by Friends	149.16
Bill	07/07/2021	St +WE+ BF +VE petty cash- SRC/pd by Friends	144.95
Bill	07/07/2021	St +WE+ BF +VE petty cash- SRC/pd by Friends	193.44
Bill	07/07/2021	St +WE+ BF +VE petty cash- SRC/pd by Friends	230.44
Total CCLD Petty Cash			1,155.60
Chemung Canal Trust Company			
Bill	07/07/2021	Mastercard charges-St Juv & Bkm prog/Text alert service/Computers/T-Lab supplies-pd w/grant \$	250.97
Bill	07/07/2021	Mastercard charges-St Juv & Bkm prog/Text alert service/Computers/T-Lab supplies-pd w/grant \$	1,339.50
Total Chemung Canal Trust Company			1,590.47
Chemung County Sewer District			
Bill	07/07/2021	2021 fees for St	321.86
Total Chemung County Sewer District			321.86
Creative Product Source Inc			
Bill	07/07/2021	prog supplies - St Juv	287.23
Total Creative Product Source Inc			287.23
Demco, Inc.			
Bill	07/07/2021	processing supplies all libraries	346.76
Bill	07/07/2021	Shelving unit - HH Friends	949.80
Bill	07/07/2021	processing supplies all libraries	137.23
Bill	07/07/2021	processing supplies all libraries	88.70
Total Demco, Inc.			1,522.49
Elmira Water Board			
Bill	07/07/2021	WE- 04/09-06/08/2021	37.86
Total Elmira Water Board			37.86
Fire Alarm Service Technology, Inc.			
Bill	07/07/2021	Battery replacement during annual inspection	82.00
Bill	07/07/2021	Annual Basic Security Monitoring & Fire Alarm Maintenance HH	182.00
Bill	07/07/2021	Annual Basic Security Monitoring & Fire Alarm Maintenance HH	300.00
Bill	07/07/2021	Annual Basic Security Monitoring & Fire Alarm Maintenance St	1,128.00
Total Fire Alarm Service Technology, Inc.			1,692.00
Horseheads Printing			
Bill	07/07/2021	HH SRC flyers - pd by HH Foundation	128.30
Total Horseheads Printing			128.30
Ingram Library Services			
Bill	07/07/2021	June Library material -	10,720.45
Total Ingram Library Services			10,720.45
JanWay Company USA, Inc.			
Bill	07/07/2021	St Juv programming	162.94
Total JanWay Company USA, Inc.			162.94
Kirkus Reviews			

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07/07/21

Chemung County Library District General Fund Unpaid Bills Detail As of July 7, 2021

Type	Date	Memo	Open Balance
Bill	07/07/2021	annual subscription - DIGITAL +Print HH	199.00
Total Kirkus Reviews			199.00
Mengel Metzger & Barr			
Bill	07/07/2021	Invoice for 2021 audit #493524 - final payment	2,750.00
Total Mengel Metzger & Barr			2,750.00
MidWest Tape			
Bill	07/07/2021	June Av purchases HH/WE/St	4,292.83
Total MidWest Tape			4,292.83
Multi Media Services			
Bill	07/07/2021	Lilbrary applications- all libraries	426.88
Total Multi Media Services			426.88
OverDrive, Inc			
Bill	07/07/2021	patron online resource checkouts -May & June	29.90
Total OverDrive, Inc			29.90
Pitney Bowes			
Bill	07/07/2021	mail machine quarterly lease	563.88
Total Pitney Bowes			563.88
Rebecca Jackson			
Bill	07/07/2021	reimbursement for homeschool program supplies:25% pd by HH Friends	402.31
Total Rebecca Jackson			402.31
Shannah Warwick			
Bill	07/07/2021	"Creating your Own D & D Character's Costume" - St Teen prog via Zoom 7/15 -pd w/grant \$	500.00
Total Shannah Warwick			500.00
Southern Tier Library System			
Bill	07/07/2021	Downloadable materials	306.49
Bill	07/07/2021	Quarterly STLS IT Contract - Billed Entity Internet - BF, HH, ST, WE	1,800.00
Bill	07/07/2021	Downloadable audio Invoice - St Juv & YA	1,359.97
Total Southern Tier Library System			3,466.46
ULINE			
Bill	07/07/2021	processing supplies - St Juv	76.40
Total ULINE			76.40
TOTAL			38,564.35

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07/07/21

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of July 7, 2021

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	07/07/2021	Reference materials	208.12
Bill	07/07/2021	Reference materials	129.49
Total Baker & Taylor Books			337.61
Information Today, Inc.			
Bill	07/07/2021	reference material	407.53
Total Information Today, Inc.			407.53
Ingram Library Services			
Bill	07/07/2021	Non-Fiction Materials-June	1,012.86
Total Ingram Library Services			1,012.86
Midwest Tape, LLC			
Bill	07/07/2021	CBA educational DVDs June	432.84
Total Midwest Tape, LLC			432.84
Southern Tier Library System			
Bill	07/07/2021	downloadable purchases	3,205.78
Bill	07/07/2021	downloadable purchases	1,381.71
Total Southern Tier Library System			4,587.49
TOTAL			6,778.33

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 15, 2021

Type	Date	Memo	Open Balance
Ari Wilkins			
Bill	07/15/2021	"Up North: Tracking African American Migration Patterns" via Zoom ...	125.00
Total Ari Wilkins			125.00
CPE Interlink			
Bill	07/15/2021	Business office phone line repair service	310.00
Total CPE Interlink			310.00
First Transit, Inc			
Bill	07/15/2021	Bkm fuel 05/23-06/26/2021 & maintenance - battery replacement	265.96
Total First Transit, Inc			265.96
Mark Margeson			
Bill	07/15/2021	mowing @ WE (x3) & HH (x4) - 6/17-7/9	490.00
Total Mark Margeson			490.00
Noah's Ark Animal Workshop, Inc.			
Bill	07/15/2021	BF Programming supplies -	234.80
Total Noah's Ark Animal Workshop, Inc.			234.80
Robert L. Butcher			
Bill	07/15/2021	Restoration of Steele parking lot - 2nd payment invoice #319	175.00
Total Robert L. Butcher			175.00
Tanglewood			
Bill	07/15/2021	Virtual Amazing Aimals Program -7/26 WE	75.00
Total Tanglewood			75.00
The Leader			
Bill	07/15/2021	St annual subscription paid through 7/29/22	410.86
Total The Leader			410.86
Tim Collins			
Bill	07/15/2021	Teen Programs 7/12-7/23 - St	650.00
Total Tim Collins			650.00
USA TODAY			
Bill	07/15/2021	HH Subscription	29.83
Total USA TODAY			29.83
TOTAL			2,766.45

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07/13/21

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of July 15, 2021

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System			
Bill	07/15/2021	Overdrive Charges Magazine Renewal	17,500.00
Total Southern Tier Library System			17,500.00
TOTAL			17,500.00

Document #2020- 40

Report of the July 7, 2021 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting in person at the Steele Memorial Library auditorium or via Zoom from the Executive Committee were Rachel Dworkin, Martha Smith, and Phyllis Rogan. Holly Melott and Ronald Shaw, CCLD management were also present. Other board members in attendance were Lee Saginario, Pat Silvernail, Ann Hayes, Bonnie Chollet, Penny Appenzellar, Karl Schwesinger, and Mark Padgett.

Ms. Dworkin called the meeting to order at 6:00 p.m.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 07/07/21 in the amount of \$38,564.35 for the General Fund and \$6,778.36 for the Grant Fund. **Ms. Hayes moved, seconded by Ms. Smith to approve payment of the General and Grant Fund bills as submitted in writing. VOTE: Unanimously Approved.**

Mr. Shaw, Director, reported on the following:

- A proposal to consolidate CBA & CLD funds was presented at a recent Central Library Directors meeting. The goal is to enhance flexibility of services by streamlining spending. The new policy will take a significant amount of time to implement.
- NY State construction aide completion time has been extended from 3 to 4 years.
- Staff have been counting patrons at Steele from 7 – 9 pm. Numbers are down, but a significant increase is anticipated when in house programming resumes.
- Beginning Monday, July 12, patrons will be advised, but not required to wear masks in all branches. Masks will continue to be required for staff.
- Mr. Shaw spoke with a patron that would like to include CCLD in her will, he directed her to the Steele Foundation to ensure the most profitable investing opportunities.
- Correspondence was received on behalf of the Natalie Denton estate. A significant bequest has been made with the stipulation that it be used for print materials. Mr. Shaw is waiting to hear back from the estate's legal representation.
- Mr. Shaw has advised the estate of Olga Kazinski to establish their bequest with the Steele Foundation, he has been directed to the estate trustee.

Ms. Dworkin moved, seconded by Ms. Appenzellar, that the meeting adjourn. VOTE: Unanimously Approved.

The meeting adjourned at 6:15 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, August 4, 2021 in the auditorium of the Steele Memorial Library.

Document #2021-41

Report of the July 14, 2021 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting via Zoom or in person at the Steele Memorial Library were CCLD board members Ms. Jessica Roberts and Ms. Rachel Dworkin. Also in attendance Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the June 30, 2021 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bill List dated July 15, 2021 for the General Fund - \$2,766.45, Grant Fund -\$17,500. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The proposed 2022 Budget was presented to the committee. The proposed 2022 Budget will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 11, 2021 at 8:45 a.m. at the Steele Memorial Library or via Zoom.

Document #2021-42

Report of the July 7, 2021 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present were Mr. Karl Schwesinger, Ms. Rachel Dworkin, Ms. Lee Saginario, and Ms. Martha Smith. Also attending were Ms. Holly Melott and Mr. Ronald Shaw, CCLD Management.

The Committee received reports on the following:

- Parking lot renovations are to begin at Steele on Monday, August 2, with an estimated completion date of August 31.
- Horseheads pavilion project is progressing
- Staff have selected furniture for the renovated breakroom at Steele, they are awaiting samples, so that selection can be finalized

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, August 4, 2021 at 5:30pm in the auditorium of the Steele Memorial Library.